



## EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

### **ECC-3            Student Initiated Credit                       Course Drop or Withdrawal                       from College**

**APPROVED:** June 5, 2008            **REVISED:**  
Year of last review: 2021  
**AUTHORIZING BOARD POLICY:** ECC

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Executive Director of Admissions and Registrar

**OBJECTIVE:** To formalize the purpose, responsibilities and process concerning student initiated dropping of credit courses or withdrawing from the College.

#### **PROCEDURE:**

- I. Students are responsible for dropping themselves from courses or withdrawing completely from the College when they no longer intend to remain enrolled. Dropping courses or withdrawing from the College may impact academic standing and/or financial aid status. Students considering dropping or withdrawing should notify the instructor and contact Counseling Services, as well as the Financial Aid Office, if on financial aid or loan.
- II. The Texas Education Code and the Texas Higher Education Coordinating Board restrict the number of drops a student may have resulting in a "W." Institutions have the authority, based upon a specific set of circumstances, to waive drops from counting toward the state-imposed limit. Both waived drops and drops prior to reaching the limit will be recorded as a drop on academic records. Drops exceeding the limit that are not eligible for a waiver will be recorded as letter grade of "F."
- III. Students with academic history at a Texas institution of higher education prior to Fall 2007 are exempt from the drop limit rules. Developmental courses and English as a Second Language (ESL) courses do not count toward the drop limit totals. Additionally, any lab or co-requisite that must be dropped due to dropping a course that is impacted by the drop limit will not count toward the limit total.
- IV. Students will initiate the drop/withdrawal process by completing and submitting a *Student Initiated Drop Form*, which is attached to this procedure.
  - A. Students dropping or withdrawing from ESL, developmental courses, and health career field courses under Specialized Admissions will require a counselor's signature for those courses. International Counselor signatures are needed for each course that F-1 students are dropping.
  - B. Students must indicate on the drop form whether or not they are subject to the drop limit and if so, whether they are seeking a waiver from the limit, in which case they must obtain appropriate counselor approval. Students dropping without requesting a waiver may not later request that those drops be waived from the limit. A denied request for waivers from a drop limit may be appealed by students directly to appropriate Deans.
  - C. Students not subject to the drop limit and not requiring Counselor approval for dropping or withdrawing will submit the *Student Initiated Drop Form* directly to the Office of Admissions and Registration.
  - D. Students are responsible for the payment of applicable drop fees.

**\*Note: The word "faculty" denotes instructors, counselors and librarians.**

- V. Counselors will review drop/withdrawal requests based on each student's statement of their eligibility for exemption, approving or disapproving any requests for waivers to drops limits as appropriate.
- A. Counselors may approve drop waiver requests for:
1. Student illness.
  2. Illness or death of an immediate family member.
  3. Military service.
  4. Employment.
  5. Complete withdrawal from the College for the current semester.
  6. Developmental courses and English as a Second Language (ESL) courses.
- B. Requests for "other reasons" will be forwarded to the appropriate Dean for decision along with counselor comments recommending either approval or disapproval.
- VI. Deans will review all requests for waiver from the drop limit for "other reasons" and appeals for waivers that were not approved by Counseling Services. The Dean's decision is final.
- VII. The Office of Admissions and Registration will receive the completed *Student Initiated Drop Form* from the student and process the drop/withdrawal action, updating the student information system as appropriate.
- VIII. Applicable refunds will be made to the student or other payment source(s) (e.g., scholarship fund, PELL or student loan), as appropriate.



# EL PASO COMMUNITY COLLEGE

For College Procedure  
ECC-3: Student Initiated  
Credit Course Drop or  
Withdrawal from College

## STUDENT INITIATED CREDIT DROP FORM

NAME: \_\_\_\_\_ ID#: \_\_\_\_\_ TERM: \_\_\_\_\_

|    | CRN   | COURSE # | COURSE NAME | LAST DATE ATTENDED | ADVISOR SIGNATURE (IF NEEDED) |
|----|-------|----------|-------------|--------------------|-------------------------------|
| 1. | _____ | _____    | _____       | _____              | _____                         |
| 2. | _____ | _____    | _____       | _____              | _____                         |
| 3. | _____ | _____    | _____       | _____              | _____                         |
| 4. | _____ | _____    | _____       | _____              | _____                         |
| 5. | _____ | _____    | _____       | _____              | _____                         |

The Texas Education Code and the Texas Higher Education Coordinating Board have imposed Drop Limits impacting certain students enrolled in Texas Institutions of Higher Education.

- \_\_\_\_\_ (Initial) I am not subject to the drop limit (Enrolled in a Texas College/University prior to Fall 2007)
- \_\_\_\_\_ (Initial) I am subject to the drop limit, but do not request waiver of the above drop(s) and understand that I cannot appeal this request.
- \_\_\_\_\_ (Initial) I am subject to the drop limit and request waiver of the above drop(s) based upon:

- |   |  |
|---|--|
| <input type="checkbox"/> Personal Illness                     | <input type="checkbox"/> Illness or death of immediate family member |
| <input type="checkbox"/> Employment                           | <input type="checkbox"/> I am withdrawing from the semester          |
| <input type="checkbox"/> Military Service                     | <input type="checkbox"/> *Other Reason _____                         |
| <input type="checkbox"/> Developmental courses or ESL Courses | (*Requires Dean approval)  |

I understand that I cannot reverse this request, that if I am on Financial Aid, drops may result in debt or ineligibility for further financial assistance, and that if I have a student loan I must complete an Exit Interview. I verify the requested reason(s) for waiver from the drop limit are truthful. I further attest that I fully understand the academic implications of my drop as explained by the faculty counselor.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor:

- Approve waiver
- Disapprove waiver (Student may appeal directly to appropriate Deans)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Counselor Signature \_\_\_\_\_  
Date: \_\_\_\_\_

\* FOR OTHER reasons and for appeal of Counselor disapproval:

- Approved     Not Approved    Dean's Name: \_\_\_\_\_

Dean Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Office of Admissions and Registration Use:

- |                                   |                              |                             |                       |
|-----------------------------------|------------------------------|-----------------------------|-----------------------|
| Verified subject to Rule          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                       |
| Coded to count toward limit       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                       |
| Coded past limit and grade posted | Yes <input type="checkbox"/> | No <input type="checkbox"/> | by: _____ date: _____ |